

Data Set Guide Transmittal #1

June 26, 2002

«FirstName» «LastName»«Title»
«JobTitle»
«Company»
«Address1»
«Address2»
«City», «State» «ZipCode»

Dear «Salutation»:

The Kentucky Department for Mental Health and Mental Retardation Services (KDMHMRS) Grants Committee proposed various changes to the service definitions and unit types. These recommendations were submitted to the Joint Committee for Information Continuity (JCIC) at its March 20, 2002 meeting. At this meeting, all the proposed changes were approved for an effective date of July 1, 2002 with the exception of the requests for new service definitions for Payeeship and Screening. These two requests were deferred until the next JCIC meeting so both Department and Center staff could further research the impact of the proposed changes. At the June meeting of the JCIC, the requests for new service definitions for Payeeship and Screening were rescinded.

The purpose of this letter is to notify you of changes to the data specifications for client, event, and human resource data that you submit to the Department. We would like for the changes to become effective July 1, 2002; however, we realize making the necessary system changes may require some time and may prevent you from complying by this date. As a result, we would appreciate your cooperation in making these changes as soon as is reasonably possible, but no later than September 30,

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2002. These changes have also been added to the Department's website and can be found at:

<http://dmhmrs.chr.state.ky.us/cmhc/files/DataPts20020610.pdf>

Please share this letter and the updated data dictionary with appropriate staff, and make whatever changes are necessary to your data collection and submission procedures.

If you or Center staff have any questions, or need more information, please contact Mr. Greg Coulter in the Division of Administration and Financial Management at (502) 564-4860 or email at Greg.Coulter@mail.state.ky.us.

Your cooperation is appreciated.

Sincerely,



Margaret Pennington
Commissioner

Attachments